



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR II	35	B	10.153
PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR I	33	B	10.152

SERIES CONCEPT

In a clinic or community setting, Psychological Developmental Counselors provide services including standardized developmental assessments, individual and group intervention, counseling and service coordination for families with children who have, or may be at risk for, developmental delays, developmental disabilities, mental retardation or related conditions. Developmental evaluations fulfill requirements for eligibility determination needed for the federal Individuals with Disabilities Education Act.

Perform initial individual and team developmental evaluations and re-assessments; select, administer and score appropriate tests; interpret results and make recommendations to caregivers; prepare comprehensive reports and documentation according to established procedures and requirements.

Participate as a member of the treatment team in diagnostic staff meetings; share information, discuss assessment/intervention results, and analyze treatment options in conjunction with other health care professionals such as physicians, speech pathologists, registered dietitians and others.

Make specific treatment recommendations; interpret and integrate test data with interview findings and behavioral observations; discuss results with clients or appropriate individuals such as parent or guardians; modify treatment and services as needed to meet established objectives.

Counsel families regarding behavioral and grief issues; interview family members and observe interactions; plan strategies and services to remediate developmental delays and problems; provide healthy coping strategies for clinic families; model behavior and educate parents and children in effective interpersonal relationship skills; refer families to clinic and community resources as needed.

Participate in the development of the Individualized Family Service Plan (IFSP) for assigned clients; coordinate, monitor, follow-up and document services provided both at the clinic and at community resources to ensure optimal treatment and avoid duplication of services.

Provide consultation and training regarding psychological issues pertaining to child development and current policies and procedures to comply with statutory and ethical requirements.

Document treatment activities in written evaluations and on charts to comply with legal requirements and maintain adequate records; prepare information and documentation necessary for insurance billing; compile and report data related to services provided.

Participate in special projects and serve on committees as requested; attend professional development seminars, workshops and conferences to maintain current knowledge of advancements in the areas of standardized testing and child development.

May supervise Master's level psychology interns.

Perform related duties as assigned.

PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR II	35	B	10.153
PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR I	33	B	10.152

Page 2 of 3

CLASS CONCEPTS

Psychological Developmental Counselor II: Under general supervision, incumbents perform the duties described in the series concept. Work is assigned through predetermined referral patterns and agency goals and objectives. This is the journey level in the series.

Psychological Developmental Counselor I: Under supervision, incumbents receive training and gain experience in providing assessment and counseling services for children and families at a Special Children's Clinic or similar facility. This is the entry level in the series and progression to the next level may occur at such time as the incumbent meets the minimum qualifications, has demonstrated satisfactory performance, and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR II

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in psychology, counseling, education, or closely related field and two years of post-master's degree experience in providing standardized testing services, counseling and intervention in a rehabilitative, clinic, institutional or educational setting. One year of the required experience must have included performing developmental standardized testing of pre-school and/or school-age children; **OR** an equivalent combination of experience and education above the master's degree level.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: standardized developmental assessment instruments; normal and abnormal human behavior, growth and development; symptoms, characteristics and treatment of developmental disabilities, mental retardation, and emotional and behavioral disorders; case management practices and procedures; individual, group and family counseling techniques; treatment team dynamics; client rights and confidentiality of information; laws governing abuse and neglect of clients; oral communication skills sufficient to confer with colleagues, clients and others; services, roles and responsibilities of human services agencies in the community. **Ability to:** administer, score and interpret standardized assessments and evaluation procedures according to accepted methods and theoretical constructs; assess, develop and implement treatment plans and goals; assess and utilize social, agency, and community resources; establish rapport and appropriate clinical relationships with clients, their families and care providers; develop and maintain effective and cooperative working relationships with medical and health professionals, social service agency representatives and others; apply psychological techniques to practical situations; modify intervention procedures to meet specific service needs of clients or families; observe and detect signs and symptoms of developmental delays and related conditions; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and federal program eligibility criteria; risk factors which may impede normal child development; agency policies and procedures related to services provided; scheduling procedures and filing systems used in the clinic to which assigned.

PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR I

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in psychology, counseling, education, or closely related field and one year of post-master's degree experience in providing standardized testing services, counseling and intervention to pre-school and/or school-age children; **OR** an equivalent combination of experience and education above the master's degree level.

PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR II	35	B	10.153
PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR I	33	B	10.152

Page 3 of 3

MINIMUM QUALIFICATIONS (cont'd)

PSYCHOLOGICAL DEVELOPMENTAL COUNSELOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: standardized testing instruments and procedures; normal and abnormal human behavior, growth and development; client rights and confidentiality of information. **Ability to:** administer and score standardized developmental tests to children; write comprehensive reports, evaluations and recommendations; maintain case records and document activities; establish rapport with clients; participate in interdisciplinary team meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

These are identical to the Entry Level Knowledge, Skills and Abilities required for Psychological Developmental Counselor II.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.153</u>	<u>10.152</u>
ESTABLISHED:	7/1/99P 12/17/98PC	7/1/99P 12/17/98PC